

Position Title: Temporary Engineering Technician**Office of Civil Rights**

This is a temporary position to provide engineering assistance to the Office of Civil Rights:

<https://www.mdt.mt.gov/business/contracting/civil/>

This position will conduct inventory of state-owned intersections and building facilities to identify compliance with the Americans with Disabilities Act (ADA). Fieldwork will be conducted to collect data in both urban and rural locations throughout Montana.

Essential Duties and Responsibilities

1. Conduct training/site screening using a computer in an office setting.
2. Document existing conditions at project locations through on-site reviews.
3. Establish coordinates and measure attributes of intersection and/or building features.
4. Accurately interpret instructions and apply consistent engineering logic.
5. Prepare and route project-related correspondence and record keeping.
6. Coordinate with project team members, staff, and other professionals to obtain project information and approvals.
7. Perform engineering calculations and use engineering judgment to assess ADA compliance.
8. Perform quality reviews of previously collected data.
9. Effectively communicate with MDT field staff, the public, and local government agencies. Assess context and report back to supervisor/management for direction and/or clarification.
10. Other duties as assigned.

Education and/or Experience

A minimum of one year of work experience or college-level course work in Engineering, Architecture, Construction, Surveying or a related field is required.

Certificates, Licenses, Registrations

Must have a valid driver's license and a good driving record.

Job Knowledge, Skills and Abilities

- Mathematical skills - Ability to work with mathematical concepts such as probability and statistical analysis, and fundamentals of geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to read, analyze, and interpret instructions and scientific and technical materials. Ability to respond to inquiries or complaints from clients, co-workers, regulatory agencies, or members of the business community. Ability to effectively present information to clients, co-workers, and the public.

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.
- Familiarity with Microsoft Word, Excel, and Outlook software.
- ArcGIS knowledge is desirable but not required.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, and kneel. The employee is required to talk and hear. The employee is required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and ability to view applications on a mobile device.

Work Environment

This position will be based in MDT Helena Headquarters. Training/site screening will occur in an office setting. The work environment for field inventory will be outside. Frequent travel will be required for multiple days in a row to collect data at sites located away from the base office.

The noise level in the work environment is usually moderate and will vary in rural and urban areas.